

UTILITIES MAINTENANCE SUPERVISOR

DEFINITION

To supervise, assign and coordinate the work of various maintenance and crafts employees; to schedule projects and assist the Utilities Superintendent as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Utilities Superintendent.

Responsibilities include the direct and indirect supervision of skilled and semi-skilled maintenance and crafts personnel.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include but are not limited to the following:

1. Supervises, assigns, and coordinates the work of utilities maintenance employees involved in mechanical and electrical systems maintenance, including telemetry.
2. Inspects the on-site work of subordinate personnel and evaluates their performance on a regular formal basis as well as on a daily, on-going basis.
3. Establishes priorities and schedules maintenance assignments for all required mechanical, electrical and other maintenance activities.
4. Arranges for appropriate equipment and materials and assigns and schedules vehicle usage as necessary.
5. Operates a variety of equipment and uses a full range of tools associated with the maintenance, adjustment and repair of water and wastewater facilities.
6. Assesses and reports on major repairs, equipment malfunctions, and related maintenance problems; recommends solutions to such problems and assists in the planning and implementation of such solutions as well as comprehensive preventive maintenance programs.
7. Conducts monthly safety meetings of maintenance personnel and initiates programs and training designed to accomplish the elimination of safety hazards in the workplace and the employment of safe work habits by all Division personnel.

## QUALIFICATIONS

### Knowledge, Abilities and Skills

- A. Knowledge of the tools, equipment, and methods used in water distribution/storage and wastewater systems.
- B. Knowledge of a variety of shop trades, including electrical, pump repair, plumbing, motor repair, and welding repair.
- C. Knowledge of current supervisory, safety, and training practices relevant to the operation and maintenance of water and wastewater systems.
- D. Ability to supervise, assign, coordinate, and evaluate the work of journey level crafts and auxiliary maintenance workers.
- E. Ability to effectively train, instruct, and motivate employees in the performance of their work.
- F. Ability to communicate effectively both orally and in writing.
- G. Ability to establish and maintain cooperative working relationships with subordinates, other City employees and independent contractors.
- H. Ability to plan and develop coordinated schedules which ensure the timely completion of repair work and the implementation of preventive maintenance activity.
- I. Ability to analyze and interpret problem information, make independent judgements and choose appropriate solutions from a number of alternative choices.
- J. Ability to use a personal computer.

## EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of experience in mechanical maintenance or electrical maintenance of the equipment and facilities associated with water distribution and/or wastewater treatment and collections systems, including two years of supervisory or lead worker responsibility.

License: Possession of a valid Class C California Driver's License.

Education: Equivalent to completion of the twelfth grade, supplemented by specialized training or apprenticeship completion in a mechanical, plumbing or electrical program.

PROBATIONARY PERIOD: One Year

766CS91

July 1982

Revised September 1992

AAP GROUP 15

FPPC STATUS Non-Designated

FLSA STATUS Exempt

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